

Guidelines for Office of Vice President

TERM: One (1) Year

ELECTION: Served immediately following the year served as Vice President-Elect

The Vice President shall:

1. Solicit input from all standing committees regarding the continuing education needs of the membership and serve as program chairperson for all sponsored and cosponsored Association conventions and meetings. The Vice President shall assume a leadership position in the planning, organization, and execution arrangements.
2. Form and act as the Chairperson of the Association's Ad Hoc Committee on Continuing Education.
3. Act as Chairperson of the Annual Convention and Annual Mid Winter Workshop.

Nebraska Speech-Language and Hearing Association Deadlines for Office of Vice President

January	<ul style="list-style-type: none">*Attend Executive Board Meeting*Chair Continuing Education Committee Meeting*Contact out-of-state presenters*Submit a Call For Papers in march issue of <i>The Networker</i>*Convention up-date #1 for the March <i>The Networker</i>
February	<ul style="list-style-type: none">*Attend Annual Mid Winter Workshop*Contact out-of-state presenters, if needed*Finalize agreements with all out-of-state presenters* Submit items for the Executive Board agenda
March	<ul style="list-style-type: none">* Convention up-date #2 for the April <i>The Networker</i>
April	<ul style="list-style-type: none">*Preliminary mock-up of convention schedule to present at April Executive Board Meeting*Attend Executive Board Meeting* Chair Continuing Education Committee Meeting*Convention up-date #3 for the June <i>The Networker</i>
May	<ul style="list-style-type: none">* Contact Executive Administrator to discuss need for another Call for Papers in <i>The Networker</i>, may not be necessary* Convention up-date #4 for the August <i>The Networker</i>*Deadline for Call for Papers
June	<ul style="list-style-type: none">* Submit items for the Executive Board agenda
July	<ul style="list-style-type: none">*Attend Executive Board Meeting* Chair Continuing Education Committee Meeting*Finalize convention format and schedule* Convention up-date #5 for the September <i>The Networker</i>
August	<ul style="list-style-type: none">*Write goals and achievements for Annual Business Meeting Book
September	<ul style="list-style-type: none">* Submit items for the Executive Board agenda
October	<ul style="list-style-type: none">* Attend Executive Board Meeting*Write convention summary for the November <i>The Networker</i>*Attend Transition Meeting in October or November*Up-date procedure manual
November	<ul style="list-style-type: none">*
December	<ul style="list-style-type: none">* Submit items for the Executive Board agenda